

ES 75-4
3 November 1975


MEMORANDUM FOR: See Distribution

SUBJECT : Functional Summary Data for DCI-Designate

1. Per my conversation with most of you following the Morning Meeting, attached is your material which was assembled for DCI Schlesinger. Please bring it up to date. The format for reporting on each office or major component is as indicated on the last page of the attached.

2. Please let me have your contributions by COB Thursday, 6 November.

STATINTL


B. C. Evans
Executive Secretary

Attachment

Distribution:

- * DDS&T
- * DDI
- * DDA✓
- * DDO
- D/DCI/IC
- D/DCI/NIO
- GC
- LC
- IG
- Compt
- Asst/DCI
- D/EEO

* Will you please introduce your submissions with a one pager on the Directorates -- to include summary strength and budget data, plus bio summaries on yourself and deputy.

cc: AO/DCI (Please phone strength and budgetary data to DCI component chiefs)

DCI
DDCI

G/Review Staff (Please let me have a brief summary)

SUCCESSION CHECKLIST

DD/A 75-5228

Mr. Colby's Departure

Tasks

Focal Point

1. Social Functions
 - a. Reception -- Rendezvous Room
 - b. Black Tie Dinner
 - c. Community Affair
2. Honors
3. Publish Farewell Notice to All Employees
4. Letters to Intelligence Community Heads, PFIAB Members, and Other Senior USG Officials
5. Letters to Foreign Intelligence Service Chiefs
6. Other

Ambassador Bush's Assumption

Tasks

Focal Point

1. Confirmation Procedure and Support
- *2. Substantive Briefing Schedule
 - a. Agency
 - b. Community
 - c. Authorities and Responsibilities
 - d. Briefing on "Family Jewels"
- *Topics to be Covered and Participants Only
3. Other

Reading Material

1. Functional Summary and Bios
2. Taylor Report
3. Annotated Rockefeller Commission Report
4. Precis of Major National Programs
5. Other

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